

Surveillance Detection Specialist (T)

Surveillance Detection Specialist

QMS Coordinator (T)

QMS Coordinator

Administrative Associate (T)

Administrative Associate

FSN#2011/41 (T)

Surveillance Detection Specialist

OPEN TO: All Interested Candidates

POSITION: Surveillance Detection specialist, FSN-3; FP-BB (Trainee)

OPENING DATE: July 22, 2011

CLOSING DATE: August 11, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-BB
Ordinarily Resident (OR): FSN-3

The U.S. Consulate General in Chiang Mai is seeking an individual for the position of Surveillance Detection Specialist, located at Wichayanon Road, Chiang Mai.

BASIC FUNCTION OF POSITION:

To observe, detect and report potential acts of hostile surveillance against US Consulate General Chiang Mai facilities and personnel. Report to the surveillance detection team coordinator who reports to the Senior Regional Security Officer or his/her designate. Require to work primarily outdoors, be proficient in the use of digital camera and mobile telephone technology. Must be able to work on a rotating shift schedule.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary School (M3) or equivalent; (2) At least six months of security related experience; (3) Level II (Limited Knowledge) speaking/reading/writing in English and level III (Good Working Knowledge)

speaking/reading/writing in Thai; (4) Know how to observe patterns of behavior, and operate photographic and mobile phone equipment; (5) Must be able to work independently and outside in all kind of weather conditions; (6) Must not have any physical limitations and know how to operate a bicycle or Motorcycle safely.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attn: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

****PLEASE DO NOT ATTACH PHOTO, IF YOUR PHOTO IS ATTACHED, YOUR APPLICATION WILL NOT BE CONSIDERED****

CLOSING DATE FOR THE POSITION: AUGUST 11, 2011

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FSN#2011/41

Surveillance Detection Specialist

OPEN TO: All Interested Candidates

POSITION: Surveillance Detection specialist, FSN-4; FP-AA

OPENING DATE: July 22, 2011

CLOSING DATE: August 11, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-AA
Ordinarily Resident (OR): FSN-4

The U.S. Consulate General in Chiang Mai is seeking an individual for the position of Surveillance Detection Specialist, located at Wichayanon Road, Chiang Mai.

BASIC FUNCTION OF POSITION:

To observe, detect and report potential acts of hostile surveillance against US Consulate General Chiang Mai facilities and personnel. Report to the surveillance detection team coordinator who reports to the Senior Regional Security Officer or his/her designate. Require to work primarily outdoors, be proficient in the use of digital camera and mobile telephone technology. Must be able to work on a rotating shift schedule.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary School (M3) or equivalent; (2) At least one year of security related experience; (3) Level II (Limited Knowledge) speaking/reading/writing in English and level III (Good Working Knowledge) speaking/reading/writing in Thai; (4) Know how to observe patterns of behavior, and operate photographic and mobile phone equipment; (5) Must be able to work independently and outside in all kind of weather conditions; (6) Must not have any physical limitations and know how to operate a bicycle or Motorcycle safely.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: AUGUST 11, 2011

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FSN#2011/69 (T)

QMS Coordinator

OPEN TO: All Interested Candidates

POSITION: QMS Coordinator, FSN-7; FP-7, Trainee

OPENING DATE: July 29, 2011

CLOSING DATE: August 4, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): US\$ 34,324 per annum (minimum starting salary)
(Position Grade: FP-7 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 480,033 per annum (minimum starting salary)
(Position Grade: FSN-7)

The U.S. Embassy in Bangkok is seeking an individual for the position of Quality Management System Coordinator at the Global Financial Service Center (GFSC) office, located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent serves as Quality Management Specialist and Website Content Coordinator for GFS Bangkok. The incumbent performs a variety of demanding and responsible functions in both areas. S/he maintains, monitors, and ensures that all GFSC business processes and workflows are in accordance with ISO requirements and other quality policies and procedures are followed by staff to attain RM/GFS's mission, vision and policy statement. The incumbent also coordinates all mandatory and elective training for all GFSB staff as well as conducts on-the-job training pertaining to QMS for GFS Bangkok staff.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) A bachelor's degree in Finance, Quality Management, Business administration, Information Technology, Customer Service/Relations or related fields; (2) Two years of experience progressively responsible in any of the following disciplines: Finance, Quality Management Systems, Customer Service related field; (3) Level 4 (Fluent) in speaking/reading/writing English and Thai; (4) Possess strong planning and organizational skills; (5) Must possess strong oral presentation and the ability to effectively communicate goals and results.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: AUGUST 4, 2011

FSN#2011/69

QMS Coordinator

OPEN TO: All Interested Candidates

POSITION: QMS Coordinator, FSN-8; FP-6

OPENING DATE: July 29, 2011

CLOSING DATE: August 4, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): US\$ 38,394 per annum (minimum starting salary)
(Position Grade: FP-6 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 574,907 per annum (minimum starting salary)
(Position Grade: FSN-8)

The U.S. Embassy in Bangkok is seeking an individual for the position of Quality Management System Coordinator at the Global Financial Service Center (GFSC) office, located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent serves as Quality Management Specialist and Website Content Coordinator for GFS Bangkok. The incumbent performs a variety of demanding and responsible functions in both areas. S/he maintains, monitors, and ensures that all GFSC business processes and workflows are in accordance with ISO requirements and other quality policies and procedures are followed by staff to attain RM/GFS's mission, vision and policy statement. The incumbent also coordinates all mandatory and elective training for all GFSB staff as well as conducts on-the-job training pertaining to QMS for GFS Bangkok staff.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) A bachelor's degree in Finance, Quality Management, Business administration, Information Technology, Customer Service/Relations or related fields; (2) Three years of experience progressively responsible in any of

the following disciplines: Finance, Quality Management Systems, Customer Service related field; **(3)** Level 4 (Fluent) in speaking/reading/writing English and Thai; **(4)** Possess strong planning and organizational skills; **(5)** Must possess strong oral presentation and the ability to effectively communicate goals and results.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: AUGUST 4, 2011

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FSN#2011/85 (T)

Administrative Associate

OPEN TO: All Interested Candidates

POSITION: Administrative Associate, FSN-5; FP-9, Trainee

OPENING DATE: July 29, 2011

CLOSING DATE: August 11, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): US\$ 27,431 per annum (minimum starting salary)
(Position Grade: FP-9 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 324,136 per annum (minimum starting salary)
(Position Grade: FSN-5)

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Associate in its Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Responsible for processing reimbursement vouchers for official travel and providing administrative support in terms of procurement and travel coordination for the office operation. Also perform as a principal timekeeper for the GFS/Bangkok.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor degree in Business Administration or Arts with at least 9 credits in Finance and/or Accounting subject; (2) One year of experience in financial management and/or administrative support; (3) Level 4 (Fluent) in speaking/reading/writing English and Thai; (4) Must have experience with Microsoft office software i.e. Word, Excel, PowerPoint; (5) Must be able to operate the regular office equipment.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: AUGUST 11, 2011

FSN#2011/85

Administrative Associate

OPEN TO: All Interested Candidates

POSITION: Administrative Associate, FSN-6; FP-8

OPENING DATE: July 29, 2011

CLOSING DATE: August 11, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): US\$ 30,684 per annum (minimum starting salary)
(Position Grade: FP-8 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 362,706 per annum (minimum starting salary)
(Position Grade: FSN-6)

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Associate in its Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Responsible for processing reimbursement vouchers for official travel and providing administrative support in terms of procurement and travel coordination for the office operation. Also perform as a principal timekeeper for the GFS/Bangkok.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor degree in Business Administration or Arts with at least 9 credits in Finance and/or Accounting subject; (2) Two years of experience in financial management and/or administrative support; (3) Level 4 (Fluent) in speaking/reading/writing English and Thai; (4) Must have experience with Microsoft office software i.e. Word, Excel, PowerPoint; (5) Must be able to operate the regular office equipment.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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